

BULLETIN

EXAM

◆ EQUAL OPPORTUNITY EMPLOYER ◆ COMMITTED TO A DRUG-FREE STATE WORKPLACE ◆



915 L STREET
SACRAMENTO, CA 95814

FINANCIAL & PERFORMANCE EVALUATOR

OPEN EXAMINATION – CONTINUOUS FILING AND TESTING

EXAMINATION TYPE	The Department of Finance is holding an open examination for persons who meet the minimum qualifications listed below and are interested in the position of Financial & Performance Evaluator. All positions exist in Sacramento, California. Current employment with the State of California is not required.
POSITION DESCRIPTION	The Financial and Performance Evaluator is the entry and first working level in the series. Under supervision, incumbents assist in the planning, data gathering, and analytical, consultative duties associated with most assignments. Incumbents conclude and report as to the adequacy, completeness, and accuracy of financial data and/or other work products. Incumbents may also independently perform smaller or less complex assignments and/or assist in the completion of a segment of a larger or more complex assignment.
MONTHLY SALARY	(Range A \$3,108 - \$3,896) (Range B \$3,845 - \$4,907)
HOW AND WHEN TO APPLY	Submit "Examination And/Or Employment Application" (Std. 678) to the Department of Finance, Human Resources Office, 915 L Street, 6th Floor, Sacramento, CA 95814. Applications will be accepted on a continuous basis. Testing is considered continuous as examining dates and locations may be set at any time. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. A CANDIDATE MAY BE TESTED ONLY ONCE DURING ANY TESTING PERIOD. APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION REGARDING THE EDUCATION REQUIREMENTS FOR THIS EXAMINATION: In Section 12, Employment History, on your application (Std. 678) or an attachment, clearly indicate names, titles, organizations and dates with a concise explanation of the most important duties performed. IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION. It is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relative to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to determine what kind of information will be useful to the staff doing the evaluation. SPECIAL EXAMINATION ARRANGEMENTS Reasonable Accommodation will be provided to applicants who need assistance to participate in the examination process. If you answered "Yes" to Question 2 on the State application, you will be contacted via telephone or mail to make specific arrangements. REQUIRED IDENTIFICATION Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phrase of the examination. *MINIMUM QUALIFICATIONS Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Either I An undergraduate or graduate degree from an accredited institution and completion of a minimum of 12 semester units in accounting (excluding accounting courses in tax, real estate, human resources, report writing and marketing). These courses can be taken at either undergraduate or graduate levels. Or II Two years of increasingly responsible professional experience in accounting, or auditing experience, which shall have included the preparation of reports and the presentation of recommendations to management, and 9 semester units in accounting (excluding accounting courses in tax, real estate, human resources, report writing and marketing). These courses can be taken at either undergraduate or graduate levels. Education Requirement: A four-year college degree <u>from an accredited institution</u> . (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) EXAMINATION INFORMATION The components of the examination are to be determined. Competitors will be notified once the examination plan is determined. Competitors should be prepared to answer questions related to areas shown under "Examination Scope". CANDIDATES WHO DO NOT PARTICIPATE IN THE EXAMINATION PROCESS WILL BE DISQUALIFIED FROM THE EXAMINATION. ELIGIBLE LIST INFORMATION A departmental open list will be established for the Department listed above. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after eligibility is established. COURSEWORK/PROOF OF DEGREE REQUIREMENTS APPLICANTS MUST PROVIDE THE FOLLOWING INFORMATION REGARDING THE EDUCATION REQUIREMENTS FOR THIS EXAMINATION: All required course work must be listed on a separate sheet, and attached to the application. This must include the course titles, units, name of institution, and month and year of completion. Candidates are required to provide transcripts (official or unofficial) to verify coursework for admittance to this examination. Prior to requesting official transcripts, please confirm with your school that all required information has been posted to your student record or transcript. Note: All degrees must be from an accredited college or university. Applicants must show proof of degree prior to appointment as a Financial and Performance Evaluator. The requirement for "Proof of Degree" means: a sealed official transcript conferring graduation or a letter from the Registrar's Office, on school letterhead, confirming degree attainment. Copies of degrees <u>WILL NOT</u> be accepted as proof of degree. SPECIAL PERSONAL Willingness to travel to work sites away from the headquarter office, which could require extended hours of work

Financial and Performance Evaluator

CHARACTERISTICS	and/or overnight or multiple-day trips on a continuous basis.
EXAMINATION SCOPE	<p>Candidates will be tested on:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Accounting principles.Research, analytical and evaluative techniques to obtain relevant information.Problem solving techniques.Verbal communication fundamentals to gather and convey required information.Effective writing skills to convey relevant information.Word-processing and spreadsheet tools to prepare work products. <p>B. Ability to:</p> <ol style="list-style-type: none">Learn general and governmental accounting and auditing principles and procedures.Analyze, comprehend and interpret policies, procedures, laws, regulations and guidelines.Manage time and multiple priorities effectively.Work both in a team environment and individually.Adapt/transition to changing assignments and/or situations as required.Maintain confidentiality of information.Verbally summarize a variety of facts, data, and recommendations to all levels of staff, management and clients.Prepare written products that are grammatically correct and convey relevant information.Maintain professionalism and tact when interacting with colleagues, supervisors, and clients.Comply with office policies and procedures and departmental core values.Effectively utilize word-processing and spreadsheet tools to prepare work products.
VETERAN POINTS	This is an open examination. Applications will not be accepted on promotional basis. Veterans preference credits will not be granted, as this exam does not qualify as an "entrance exam" under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Equivalence: Equivalent degree (certificate)(diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b).

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

State Drug Policy: It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service For The Deaf or Hearing Impaired:
From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922